

NCLB Adequate Yearly Progress  
Title I Parent Notification Requirements Checklist

Under Title I, Part A requirements, parent notification letters regarding school improvement MUST include the following components:

Year 1 of School Improvement

*(First school year after not achieving AYP for two consecutive years in the same subject area)*

- ☐ An explanation of what “identification for school improvement” means
- ☐ How the school compares in terms of academic achievement to other schools in the LEA and the state
- ☐ The reasons for the identification for school improvement
- ☐ An explanation of what the school is doing to address the problem of low achievement
- ☐ An explanation of how the LEA or SEA is helping the school address the achievement problem
- ☐ An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement
- ☐ An explanation of the parents’ option to transfer their child to another public school
- ☐ Information regarding the academic achievement of schools offered for choice
- ☐ Information on transportation options which will be provided by the LEA
- ☐ The parent notification must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand

Year 2 of School Improvement

- ☐ All parent notification requirements listed above for Year 1
- ☐ The parents’ options regarding supplemental educational services (SES), including the names of approved providers, a brief description of the services, qualifications, and demonstrated effectiveness of these providers

Year 3 of School Improvement – Corrective Action

- ☐ All parent notification requirements listed above for Years 1 & 2
- ☐ Information regarding specific corrective action(s) taken

Year 4 of School Improvement – Planning for Restructuring

- ☐ All parent notification requirements listed above for Years 1 & 2
- ☐ Prompt notification of the restructuring designation to parents and teachers
- ☐ An opportunity for parents and teachers to comment before any action is taken
- ☐ An invitation to parents and teachers to participate in the restructuring process

Year 5 of School Improvement – Implementation of Restructuring Plan

- ☐ All parent notification requirements listed above for Years 1 & 2
- ☐ Information regarding specific restructuring measures to be implemented during the current school year